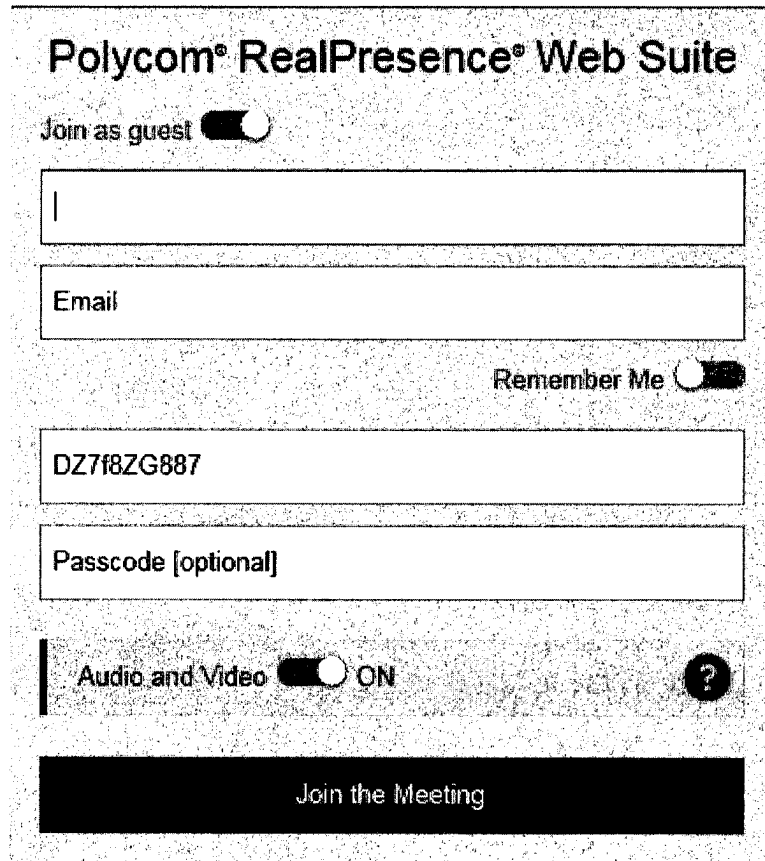


## Join a Meeting from a Web URL (PC or MAC)

**YOU CAN NOT CONNECT TO THE MEETING UNTIL THE SCHEDULED DATE AND TIME LOCATED ON THE INVITATION**

1. Click the **web URL** in the meeting invitation.
2. First time setup will require you to install software plugin.
3. On the Real Presence Web Suite Experience Portal login page, **Select JOIN AS GUEST and AUDIO VIDEO ON** Enter YOUR NAME and EMAIL, and Click JOIN THE MEETING



The screenshot shows the Polycom RealPresence Web Suite login interface. At the top, it says "Polycom® RealPresence® Web Suite". Below this is a "Join as guest" toggle switch which is turned on. There are three input fields: the first is for a name (containing a vertical bar), the second is for an email address, and the third is for a passcode (containing "DZ7f8ZG887"). To the right of the email field is a "Remember Me" toggle switch which is also turned on. Below the passcode field is another toggle switch labeled "Audio and Video" which is turned on, with a question mark icon to its right. At the bottom is a large black button labeled "Join the Meeting".

## Join a Meeting from a Mobile Device (iPhone, iPad, Android Smartphones or Tablet)

1. Tap the web URL in the meeting invitation or copy and paste the web URL into your device's web browser.
2. On the RealPresence Web Suite Experience Portal login page, **Select Join as guest, enter your name and Email, and Tap Join the Meeting.**
3. If you have Polycom RealPresence Mobile installed, **Tap Launch the application** and the meeting connects immediately. If not, **Tap Install the application from App Store**, and you are redirected to your device's app store to download and install Polycom RealPresence Mobile. **THE MEETING THEN CONNECTS.**